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Item 1 of the provisional agenda

ORGANIZATIONAL MATTERS

Provisional agenda, annotations, list of documents and work plan

Note by the Executive Board secretariat

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PROVISIONAL AGENDA

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ANNOTATION AND LIST OF DOCUMENTS

ITEM 1. ORGANIZATIONAL MATTERS

The Executive Board will have before it the following documents:

Provisional agenda, annotations, list of documents and work plan — DP/1997/L.3

The Executive Board will adopt the agenda for the session and agree on the work plan. The timetable contained in annex I to the present note should be considered as indicative in character. In accordance with its past practice, should the Board complete consideration of an item before an indicated date or time, it may move immediately to the next item on its work schedule.

Reports on the first and second regular sessions 1997 — DP/1997/6 and DP/1997/12

The Executive Board will approve the report on the work of its first and second regular sessions 1997.

Rules of procedure: Report of ad hoc open-ended working group — DP/1997/13

The President of the Executive Board will present the report on the work of the ad hoc open-ended working group on rules of procedure established by decision 96/25. This includes draft rules of procedure for the Executive Board of UNDP and UNFPA, which are submitted to the Board for adoption.

Decisions adopted by the Executive Board at its second regular session 1997 — DP/1997/14

A compilation of decisions adopted by the Executive Board at its first regular session 1997 is made available in this document.

UNFPA SEGMENT

ITEM 2: UNFPA: REPORT OF THE EXECUTIVE DIRECTOR FOR 1996: PROGRAMME PRIORITIES AND REGIONAL OVERVIEW

The Executive Board will have before it the following documents:

Report of the Executive Director for 1996: Programme Priorities — DP/FPA/1997/10 (Part I)

Report of the Executive Director for 1996: Statistical Overview	DP/FPA/1997/10 (Part I, Add.1)
Report of the Executive Director for 1996: Regional Overview	DP/FPA/1997/10 (Part II)

The annual report of the Executive Director presents in summary form the activities undertaken by UNFPA during the year 1996 to operationalize further the Fund's programme priorities in its three core programme areas. Part I discusses these activities by thematic area while Part II summarizes efforts made in each of the geographical regions in which the Fund works. The Statistical Overview presents programme and financial highlights for 1996.

The Executive Board may wish to take note of the report of the Executive Director.

ITEM 3: UNFPA: EVALUATION ACTIVITIES

The Executive Board will have before it the following document:

Report of the Executive Director for 1996: Evaluation Activities	DP/FPA/1997/10 (Part III)

Within the context of the annual report, the Executive Director reports on various evaluation activities that were undertaken by the Fund during the year 1996.

The Executive Board may wish to take note of the report.

ITEM 4: UNFPA: WORK PLAN FOR 1998-2001

The Executive Board will have before it the following document:

Work Plan for 1998-2001 and Request for Programme Expenditure Authority	DP/FPA/1997/7

The Work Plan examines the utilization of resources by UNFPA in 1996, describes the work plan for 1998-2001, including information about projected resources and the proposed utilization of programmable resources, and presents the Executive Director's proposed programme expenditure authority for 1998.

The Executive Board may wish to adopt a decision, the elements of which are contained in document DP/FPA/1997/7.

ITEM 5: UNFPA: PROGRAMMING PROCESS

The Executive Board will have before it the following document:

Recommendations on the UNFPA Programming Process DP/FPA/1997/9

As requested by the Executive Board in decision 96/13, the Executive Director submits recommendations on the future country programming process of UNFPA concerning the format, content and timing of documentation submitted to the Executive Board on country activities and concerning the harmonization of the country programming process of UNFPA with those of UNDP and the United Nations Children's Fund (UNICEF).

The Executive Board may wish to adopt a decision, the elements of which are contained in document DP/FPA/1997/9.

ITEM 6: UNFPA: INFORMATION AND COMMUNICATION STRATEGY

The Executive Board will have before it the following document:

UNFPA Information and Communication Strategy DP/FPA/1997/8

In response to Executive Board decision 96/18, the Executive Director submits proposals for the Board's consideration on ways of further developing policy and strategy in the area of communication and information, including strengthening the publications of UNFPA, in the context of the Fund's role in advocacy.

The Executive Board may wish to adopt a decision, the elements of which are contained in document DP/FPA/1997/8.

UNDP/UNFPA SEGMENT

ITEM 7: REPORTS TO THE ECONOMIC AND SOCIAL COUNCIL

The Executive Board will have before it the following documents:

Report of the Executive Director for 1996: Report to the Economic and Social Council DP/FPA/1997/10 (Part V)

Report to the Economic and Social Council: Report of the Administrator DP/1997/15

The above reports respond to the following decisions of the Economic and Social Council: (a) 1996/42, on follow-up to the triennial policy review and General Assembly resolutions 47/199 and 50/120; (b) 1996/36 on follow-up to international conferences; and (c) 1996/43 on relations between the United Nations and the Bretton

Woods institutions. The reports are also a response to General Assembly resolution 50/227, on the specific question of funding of operational activities. The reports have been prepared in a common format agreed on by UNDP, UNFPA, UNICEF and the World Food Programme (WFP) and take into account the comments and recommendations of the Executive Board on the report to the Council for 1995.

[ITEMS 2 and 8]

UNDP: Internal oversight and accountability — DP/1997/16/Add.6

UNFPA: Report of the Executive Director for 1996: Report on the Internal Oversight Mechanism — DP/FPA/1997/10 (Part IV)

As requested by the Executive Board at its second regular session 1996, the Administrator and the Executive Director provide the Board with a summary of the internal audit and oversight activities of UNDP and UNFPA.

The Executive Board may wish to take note of the report.

UNDP SEGMENT

ITEM 8: UNDP: ANNUAL REPORT OF THE ADMINISTRATOR AND RELATED MATTERS

The Executive Board will have before it the following documents:

Introduction by the Administrator — DP/1997/16

The introduction to the 1996 annual report of the Administrator identifies progress towards key objectives of the UNDP Plan (1996-1997), which responds to Executive Board and General Assembly legislation. The report is organized to provide an analysis of organizational performance by reviewing achievements, constraints and actions taken to meet the five operational objectives of the Plan.

Main programme record — DP/1997/16/Add.1 Parts I-VII

The main programme record present a region-specific analysis of achievements and constraints in implementing the UNDP Plan (1996-1997) in diverse country situations. It presents the major achievements of the regional bureaux within the UNDP areas of focus as well as the work of the funds administered by UNDP.

United Nations System-wide Special Initiative on Africa — DP/1997/16/Add.2

One year after the launch, the report to the Executive Board provides information on progress with respect to improved African ownership, notable

developments in United Nations system collaboration, agreements between UNDP and the Department for Policy Coordination and Sustainable Development on joint approaches with UN-NADAF and UNSIA, where the latter becomes a realistic implementation mechanism.

Assistance to the Palestinian people DP/1997/16/Add.3

In this report, the Administrator reviews progress achieved in implementing the Programme of Assistance to the Palestinian People, which continues, in close cooperation with the Palestinian Authorities, to spearhead activities in significant areas such as governance, gender in development, sustainable livelihoods and environmental management.

Evaluation DP/1997/16/Add.4

After providing a brief overview of institutional arrangements and evaluation activity in 1996, the present report highlights the main substantive lessons emerging from evaluation during the year. The report then documents the contribution of the evaluation function in the organization's response to those lessons, and outlines proposed priorities for the future work of UNDP in evaluation.

Statistical annex DP/1997/16/Add.5

The statistical annex contains data in tabular form showing income and field programme expenditures for core resources and other funds and programmes administered by UNDP. These are broken down by country or area, source of funds and executing agency.

Change management DP/1997/16/Add.7

UNDP has been undergoing a process of managed change since mid-1996 in order to re-orient its capacities firmly towards its vision, mission and goals. In this report, the Administrator provides an overview of the main proposals arising from the design phase of that process. Collectively, those proposals, which have been developed with wide staff participation and the assistance of professional change management experts, represent a framework for consultation with the Executive Board.

Report of the Joint Inspection Unit DP/1997/16/Add.8

The contents of those reports of the Joint Inspection Unit which are of interest or concern to UNDP have been taken into account in the activities of the Programme and will be reflected in reports submitted to the Executive Board in so far as they are relevant to respective agenda items before the Board during the year.

Resources DP/1997/CRP.14

In its resolution 50/227, the General Assembly noted the need for a substantial increase in resources for operational activities for development on a predictable, continuous and assured basis, commensurate with the needs of developing countries. In this conference room paper, intended for review and dialogue with the Executive Board, the Administrator examines ways in which UNDP could mobilize resources in the spirit of resolution 50/227.

ITEM 9. UNDP: COUNTRY COOPERATION FRAMEWORKS AND RELATED MATTERS

The Executive Board may wish to approve the following country cooperation frameworks:

First country cooperation framework for Belarus	DP/CCF/BEL/1
First country cooperation framework for Bosnia and Herzegovina	DP/CCF/BIH/1
First country cooperation framework for Comoros	DP/CCF/COI/1
First country cooperation framework for Estonia	DP/CCF/EST/1
First country cooperation framework for the Islamic Republic of Iran	DP/CCF/IRA/1
First country cooperation framework for Lebanon	DP/CCF/LEB/1
First country cooperation framework for Lesotho	DP/CCF/LES/1
First country cooperation framework for Lithuania	DP/CCF/LIT/1
First country cooperation framework for Morocco	DP/CCF/MOR/1
First country cooperation framework for Sierra Leone	DP/CCF/SIL/1
First country cooperation framework for Tunisia	DP/CCF/TUN/1
First country cooperation framework for the United Republic of Tanzania	DP/CCF/URT/1
First country cooperation framework for Zambia	DP/CCF/ZAM/1

ITEM 10. UNDP: COMMUNICATION AND INFORMATION PROGRAMME

The Executive Board may wish to take note of the following document:

UNDP information and publication policy (96/22)	DP/1997/17

The paper outlines progress achieved in implementing the UNDP communication and advocacy strategy, approved in July 1995 by the UNDP Strategy and Management

Committee. It also provides information on steps taken to address the various issues covered by decision 96/22 on the UNDP information and publications policy.

ITEM 11. UNITED NATIONS DEVELOPMENT FUND FOR WOMEN

The Executive Board will have before it the following document:

United Nations Development Fund for Women (dec. 95/18)	DP/1997/18

The Executive Board will have before it the strategy and business plan for the United Nations Development Fund for Women. This document provides information on the programme focus, modus operandi and work plans for the Fund for the period 1997-1999. Information on how resources available to the Fund will be used during this period is also provided. The Board may wish to adopt a decision responding to the information provided therein.

ITEM 12. UNDP: FINANCIAL, BUDGETARY AND ADMINISTRATIVE MATTERS

The Executive Board may wish to take note of the following document:

Report on the accountability system of UNDP	DP/1997/CRP.13

ITEM 13. UNITED NATIONS OFFICE FOR PROJECT SERVICES

The Executive Board may wish to take note of the following document:

Report on the United Nations Office for Project Services	DP/1997/19 and Add.1

This report on the activities of the United Nations Office for Project Services, and the statistical summary contained in DP/1997/19/Add.1, are submitted by the Executive Director pursuant to Executive Board decision 94/32 of 10 October 1994. UNOPS has met the majority of its 1996 financial targets and has operated in accordance with the self-financing principle. The report also describes actions taken with regard to the UNOPS reorganization previously reported in DP/1996/23.

ITEM 14. OTHER MATTERS

EXECUTIVE BOARD OF UNDP/UNFPA

ANNUAL SESSION 1997

(12-23 MAY 1997)

DAY/DATE	TIME	ITEM	SUBJECT
MONDAY 12 MAY	A.M.	1	Organizational matters: adoption of the agenda and agreement on the work plan; approval of the reports on the first and second regular sessions 1997; and matters relating to the rules of procedure, documentation and the functioning of the Executive Board
	P.M.	2	UNFPA: Report of the Executive Director for 1996: Programme priorities and regional overview
TUESDAY 13 MAY	A.M.	2	UNFPA: Report of the Executive Director for 1996: Programme priorities and regional overview (continued)
	P.M.	3	UNFPA: Evaluation activities
WEDNESDAY 14 MAY	A.M.	4	UNFPA: Work plan for 1998-2001
	P.M.	5	UNFPA: Programming process
THURSDAY 15 MAY	A.M.	6	UNFPA: Information and communication strategy
	P.M.	6	UNFPA: Pending decisions
FRIDAY 16 MAY	A.M.	7 2 & 8	UNDP/UNFPA: Reports to the Economic and Social Council UNDP/UNFPA: Internal oversight and accountability
	P.M.		Informal consultation on National Execution Informal consultation on UNDP accountability framework

DAY/DATE	TIME	ITEM	SUBJECT
MONDAY 19 MAY	A.M.	8	UNDP: Annual report of the Administrator: Introduction and main programme records
	P.M.	8	UNDP: Annual report of the Administrator (continued)
TUESDAY 20 MAY	**SPECIAL EVENT ON POVERTY ERADICATION**		
WEDNESDAY 21 MAY	A.M.	8	UNDP: Annual report of the Administrator: - United Nations System-wide Special Initiative on Africa; - Change management
	P.M.	9	UNDP: Country cooperation frameworks and related matters
THURSDAY 22 MAY	A.M.	10	UNDP: Communication and information programme
	P.M.	11	UNDP: United Nations Development Fund for Women
		12	UNDP: Financial, budgetary and administrative matters
FRIDAY 23 MAY	A.M.	13	UNDP: United Nations Office for Project Services
	P.M.	14	Other matters Pending decisions